

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

April 23, 2009, 10:00 a.m.

City Hall, Dr. Carlton B. Goodlett Place, Room 288

San Francisco, California 94102

Attendance

Adult Probation – Patrick Boyd
Budget Office – Meghan Wallace
District Attorney – Martha Knutzen
DOT – Rob Castiglia
DOT –Walt Calcagno
DOT – Oli Sadler
DOT – Stu-Mei Wong
DOT – Bill Roth
IT PM – Al Corker
Juvenile Probation – Jose Luis Perla
MOCJ – Adam Gomolin
MOCJ – Kevin Ryan
MOCJ – Michael Fogelstrom
Police Department – Ken Wysocki
Public Defender – Tyler Vu
Public Defender – Rene Manzo
Sheriff Department – Eileen Hirst
Superior Court – Pat Jeong
Superior Court – Ron Ho
Public – Kathy Black

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:05 a.m. Eileen requested that all audible electronic devices be deactivated so as not to sound during the meeting. Eileen introduced Ken Wysocki, the new Chief Information Officer for the San Francisco Police Department. Eileen also noted the presence of Kathy Black, executive director of La Casa de las Madres. Eileen stated that that the meeting was duly posted according to the Sunshine Ordinance and would therefore dispense without public comment after each Agenda item unless otherwise requested by Beverly Upton.

Adoption of Agenda – Action Item

Eileen Hirst moved to dispense with the case management system updates in order to allot more time for Item 7, JUSTIS Schedule 2009. Marth Knutzen and Emily Murase seconded the motion, which was approved unanimously by the members. The Agenda was adopted as changed.

Adoption of Minutes – January 22, 2008

There was no request for change to the Draft of the Minutes of the meeting of January 22, 2009 dated on February 26, 2009. Kevin Ryan moved to adopted the original Draft of Minutes was for distribution as final, and seconded Martha Knutzen.

Executive Sponsor Update – Discussion /Action Item

Kevin Ryan provided the executive sponsor update. Kevin updated the council on the status of the JUSTIS project. Kevin said he met with Mayor Gavin Newsom, Chief of Staff Steve Kawa, and Assistant Chief of Staff Christine DeBerry last week to discuss the state of preparedness and future schedule of the JUSTIS project. Kevin said that he, the Mayor, and Chief of Staff expressed a strong desire to finish the project. The Department of Technology (DOT) currently has over thirty open full-time equivalents and this has raised concern about the ability of DOT to meet the needs of the city while completing this project. Kevin noted their discussion about JUSTIS governance, the fiscal conditions of the Department of Technology (DOT), and their ability to complete this project. This required an internal analysis of DOT's present situation, as well an analysis of each stakeholder's present and future situation. This information will be compiled into an expedited plan to complete JUSTIS and presented to the Mayor.

Kevin said the JUSTIS Schedule Update presentation would replace the usual case management system updates for this meeting. This presentation will cover the current status of DOT, the current status of each involved department, and the best way to move this project forward. The discussion will be to return the budget for this project, which is relevant to this governance council, back to the Mayor's Office of Criminal Justice (MOCJ). Kevin noted this is how the JUSTIS project operated prior to his arrival at MOCJ. One of the ideas is to return JUSTIS budget authority back to MOCJ so the Mayor's Office has more control over the completion of this project. The appearance of conflicts and actual conflicts with the vendor's control of the budget creates issues for the governance council. Kevin said the JUSTIS project will be finished sooner than anticipated.

Kevin said Rob Castiglia would present the JUSTIS Schedule Update report and his findings. Kevin added that Chris Vein, Chief Information Officer for the City of San Francisco, and Walt Calcagno, Department of Telecommunication & Information Services, are present to answer any questions. A discussion of the JUSTIS budget will follow the presentation. The JUSTIS budget has to return before the COIT budget committee for approval. In addition, the JUSTIS governance council must vote to return budget authority back to MOCJ. Kevin said the bottom line is that JUSTIS has become a priority and the council will work through any conflicts to complete this project.

Eileen Hirst clarified that JUSTIS oversight was first shifted from MOCJ to DOT in May of 2006. The council recognized there were inherent conflicts with this shift since DOT is the vendor for the project. However, at the time this was the best option to monitor the budget and keep moving forward. Eileen said the council will be proposing to reverse that action and return JUSTIS governance back to the original vision. She added that this would require approval from the COIT budget committee, although she does not anticipate any opposition from the committee.

Chris Vein provided a brief overview of the JUSTIS Schedule Update presentation. Chris thanked all parties who have provided assistance in the JUSTIS project. Chris stated that over the last week an integrated project plan has been developed. This plan contains a specific set of requirements to required to complete the JUSTIS project.

JUSTIS Schedule Update – Discussion/ Action Item (See Attachment A)

Rob provided the JUSTIS Schedule Update. Rob said DOT has compiled the project plans for each individual department and the separate larger components for JUSTIS, including the Hub and all department spokes, into one single unified plan. Several working sessions ensued with DOT staff from Operations and Infrastructure. DOT has received revised commitment dates from the assigned engineers and that has been integrated into the final JUSTIS schedule.

Rob began the presentation with a review of the San Francisco Sheriff's Department (SD) case management system. Rob stated this would be the first case management system to go live along with the connection to the mainframe. DOT is currently conducting Hub testing with JMS. The JMS itself is completely tested and ready for deployment. There are some components of the time in custody reports to be completed and the CITRIX completion is important. DOT estimates a completion date of June 4, 2009 for the Sheriff's Department spoke.

Rob stated that the next target system to be completed is the Public Defender's GIDEON case management system. DOT estimates a completion date near the end of July. There are no outstanding infrastructure tasks identified for this spoke. Rob added that the vendor's interface development is complete and to the degree tested. It is the DOT side that is partially complete and would require further testing. The estimated schedule right now for complete end-to-end testing and production of GIDEON is October 2009.

Rob next addressed the Adult Probation Department (APD). Rob noted that the CTAG case management system is already complete and internally deployed. There is no existing connection to any of the CMS case management data, so APD is currently using the system completely independent of the CMS data. There are no outstanding infrastructure tasks for this spoke. Rob added that the statement of work for the Hub interface is still under negotiations as of this time. DOT staff and JUSTIS staff have been working as needed with APD to hammer out any details or technical responses to that statement of work as it's being negotiated. Rob clarified that the APD spoke will require about eight to eleven months for interface completion after the statement of work is complete.

The Supervised Release File (SRF) interface, which is separate from CTAG, has been 80% developed with current JUSTIS resources. DOT had to reassign the appointed personnel to refocus on the Sheriff's Department efforts and to the CMS mainframe connection. Rob estimated a completion period of one month after the reassignment of DOT personnel back to SRF, which includes full testing with the Department of Justice (DOJ).

In response to a question asked by Kevin Ryan, Rob clarified that SRF would be complete within one month after the reassignment of staff back to SRF interface development. Kevin noted that SRF completion is a priority and requested that staff be immediately reassigned back to SRF interface development. Rob noted that this would significantly slow down the completion of the Sheriff Department spoke. Kevin stated that this is a priority for public safety due to the large amount of commuter crime within San Francisco and to the recent officer-involved shootings in Oakland.

Rob stated that the way the SRF is currently planned, because the SRF is actually developed in advance of the APD Hub link, SRF is currently routed through the mainframe data. Before the mainframe can be decommissioned, DOT will have to turn SRF back over to APD to pull the information back out.

Rob presented the update for the Office of the District Attorney (DA). Rob said that the DAMION case management system is complete and internally deployed. There are no outstanding infrastructure tasks remaining. The vendor has had extensive conversations with DOT and has reviewed the DOJ interface specifications. The vendor is currently awaiting DOT review of DA use cases and transaction specifications. CJC connectivity is currently under way. Rob noted that an estimated completion date is dependent on DOT resources, specifically the shortage of available DOT personnel. Rob estimated a completion date of September with the appropriate staffing to the DAMION spoke.

In response to a question asked by Eileen Hirst, Rob clarified that the DAMION completion date is currently estimated to be five months after the completion of JMS.

Rob then presented the update for the Department of the Status of Women (DSOW). Rob stated that the domestic violence and information portal design and prototype is complete and the request for the data has been reviewed by the police department, JUSTIS staff have started further analysis to determine if the Hub can provide DOSW data prior to Police go-live. DOT believes the information would be about 90% complete but has not had an opportunity to conduct an analysis.

Rob next presented the update for the San Francisco Police Department (SFPD). Rob said the Records Management System (RMS) project status and schedule estimates are under review by SFPD and were not included in this presentation.

Rob noted a similar situation for the Superior Courts. CX2000 is still in active development and they require support for DOT JUSTIS staff for data conversation. There are no estimated dates currently available from Courts on system availability.

Ron Ho noted CX2000 completion is dependent on JMS and DAMION go-live. The original completion date was two months prior and the new estimated completion date, assuming JMS and DAMION can transfer the necessary data, is the first week of October. Ron added that due to issues with interface development this date may be pushed back.

Rob next presented an update on JUSTIS staffing. Rob said DOT is utilizing vendors and consultants whenever JUSTIS resources are unavailable. The contact for CITRIX support will arrive this coming Monday. Rob noted that DOT is reengaging PlanGraphics, which was the Hub contract developer. They will assist immediately with spoke augmentation and further documentation. Rob added that DOT is reengaging the Oracle consultant that was previously used in the project. The consultant was previously working the Public Defender's interface, as well as handing off additional DOT staff training regarding the Oracle-specific technology. DOT has also renewed the contract with Owens Information Systems, the CMS vendor, and will be reengaging ITPM. Rob noted that two outstanding JUSTIS positions are being filled. They are both engineering positions and will be skilled in the Oracle technology components of the Hub.

In response to a question asked by Kevin Ryan, Chris Vein clarified that the recruitment process for the open positions has begun. Chris added that DOT has engaged a recruiter that will begin this week.

Rob Castiglia said that DOT has identified staggered training for DOT staff at Oracle University. This will provide cross training between DT Staff on spokes & Hub functions once the spokes are fully developed. This includes full training in what goes into business logic of each spoke.

Chris Vein stated that the budget request for the JUSTIS networking position would be sent to Meghan Wallace, Fiscal and Policy Analyst for the Mayor's Budget Office, today. Chris clarified that it is a vacant DOT position, so there should be no funding conflicts. The recruiter will be used to fill this position along with the two positions on reserve.

Jose Perla stated that the Juvenile Probation Department (JPD) is currently exchanging data with SFPD via e-mail and hard copy files. Jose added that this process would be much easier when JUSTIS goes live.

Chris Vein said it would be useful to share the project plan at this point in the meeting. Rob replied that the plan consists of 389 discrete line items. The project plan has separated the JMS go-live, which is linked to the CMS mainframe, from the rest of JUSTIS operations. These line items track on the different tasks O&I and DOT must complete in order to get the Sheriff's Department to go live.

Chris Vein then discussed the issue of the equipment location in One Market Plaza. Chris stated that through consultation with the Sheriff's Department it has been decided that the equipment will be placed in One Market Plaza data center to avoid negative impact on the project timeline.

Chris also stated that at COIT, a decision has been made to utilize Microsoft Outlook as the City's primary e-mail client. If this project is funded, it will provide an easier method of sharing JUSTIS related documents and information.

In response to a question asked by Pat Jeong, Rob Castiglia noted that from the standpoint of the Public Defender, October 2009 is the farthest projected date for completion of the project.

In response to a question asked by Eileen Hirst, Ron Ho confirmed that CX2000 could be complete and live by October if DAMION and JMS are already complete.

Jose Perla noted that JPD currently has a stand-alone case management system and recently completed the juvenile hall scheduling system. Jose said that JPD has its main module for JUSTIS prepared.

Walt stated that his department has started analysis of connectivity for the Community Justice Center (CJC). Kevin Ryan clarified that the CJC requires connections to APHIS and CLETS. Kevin noted that the CJC needs to be connected through the police department fiber network. The estimated cost of connecting to the network is \$35,000 and may be funded through JUSTIS funds or court-related BJA grants.

Meghan Wallace asked if the JUSTIS project budget authority will remain with DOT or be transferred to MOCJ. She stated there will be a follow-up COIT meeting tomorrow and asked the committee if any special recommendations need to be requested. In response, Chris Vein stated that this is a budget issue directly related to the Mayor's Office. In response to a question asked by Pat Jeong, Chris added that he has not heard JUSTIS funding for the next fiscal year would not be approved and invited JUSTIS council members to attend the upcoming COIT meeting.

Kevin Ryan stated that a \$3 million block grant from the federal stimulus package has been awarded to the City of San Francisco. A request has subsequently been submitted to allocate some of the funding to the JUSTIS project, which requires approval from the Mayor. Kevin added that the stimulus funds are pre-designated for personnel issues and may not be applied to infrastructure. Kevin stated that current funding is not an impediment to completion of the JUSTIS project.

Walt Calcagno noted that the current JUSTIS budget is \$3 million annually with a year-end surplus.

In response to a question asked by Tyler Vu, Chris stated that the two open positions on board reserve will be available to work 60 days after the hiring date. Chris added that the recently hired contractors will have a greater impact on the project.

Kevin Ryan stated that 4 civilian positions with SFPD have been cleared for employment and will assist in the completion of JUSTIS.

New Business - There was no new business to report today.

Adjournment - The next Council meeting is scheduled for Thursday, June 11, at 10:00 a.m., in Room 305 of City Hall. There being no further business before the Council, the meeting was adjourned by unanimous consent at 10:38 a.m.